

Terms of Reference for internships at UNICEF Maldives Country Office.

Reference Number: TOR/2024/13

1. Background and rationale:

Maldives has made considerable progress in improving access to education with gender parity (at primary and lower secondary level) over the last decades. However, nationwide, 25 per cent of males and 30 per cent of females (aged 15–24 years) are not in employment, education, or training, compared to 33 per cent of males and 35 per cent of females in the atolls. Challenges include the lack of career guidance and work-readiness programmes, and insufficient resource allocation for developing labour market-relevant skills, including technical and vocational training and skills for a green and blue economy. To address the situation of adolescent skills and employability, UNICEF Maldives Country Office is in the process of formulating Adolescent Skills and Employability (ASE) programs in collaboration with Government and Civil Society partners. To implement the skills and employability initiatives, UNICEF Maldives Country Office wishes to work with young people and provide opportunities for young people to contribute to design the interventions. Further, UNICEF wishes to provide internship opportunities for young people to gain work experience to enhance their employability and work readiness.

2. Purpose of the internship

- 1) To provide young undergraduates between 18-24 years, the opportunity to work and learn as interns within and gain skills required for life and work.
- 2) To test/demonstrate how job placement and internships in the UN/UNICEF can contribute to building skills in young people that can increase their employability.

3. Duty station

UNICEF Maldives Country Office, Male'. Maldives.

4. Supervisor

Aishath Thyma Hisham, Youth Engagement Officer

5. Major tasks to be undertaken by the interns as part of their learning journey:

- a) Participate in implementation of UNICEF's key flagship initiatives: youth engagement, Youth led-climate action, education transformation and "Rakkatheri"- Keeping Children Safe.
- b) Organize activation sessions with young people and stakeholders for the rollout of the flagships and produce outcome documents.
- c) Develop program concept notes, human interest stories and other required documentation for key initiatives.
- d) Participate in program meetings, events, program related travels and capacity development initiatives organized by the office.
- e) Undertake research and produce a report in area of interest linked to child rights.

Interns will be rotated between complementary programs every three months.

Deliverables: Monthly report on key achievements of the tasks, key learnings and the interns' self assessment of their evolving competencies.

Competencies the intern is expected to develop under the guidance of the supervisor.

Competency	Behavioural indicator
Self-awareness	<ul style="list-style-type: none"> • Display sensitivity and adjust language and tone, ensuring it is not demeaning or aggressive. • Recognize own strengths and limitations, learning from mistakes made.
Ethical awareness	<ul style="list-style-type: none"> • Display appropriate ethical behaviours, refraining from discriminatory language and actions
Communication	<ul style="list-style-type: none"> • Voice opinion in a truthful and respectful manner • Speaks clearly and confidently about the initiatives he/she is supporting. • Demonstrate appropriate level of writing skills
Appreciation of drive for results	<ul style="list-style-type: none"> • Plan and take ownership for delivering tasks initially with guidance and by end of the 4th months with minimal supervision for recurring tasks. • Ensure the completion of tasks by the deadline • Learn from precedence.
Embracing change	<ul style="list-style-type: none"> • Respond flexibly to changing circumstances, priorities and deadlines • Display creativity, experiment with new approaches and demonstrate openness to challenges.
Works collaboratively with others	<ul style="list-style-type: none"> • Support the ASE team in achieving their goals. • Address issues, conflicts and misunderstandings between self and others. • Willingness to take suggestions from colleagues • Encourage other young people to contribute ideas and listen without interruption

6- Appraisal of the intern

Appraisal of the intern will be done monthly on a regular basis and at the end of the internship (final evaluation)

Successful interns will be awarded an official recognition of completion of the internship (as per organizational policy).

The supervisor:

- Will develop a monthly work plan with the intern to achieve the planned targets and results for the month and will provide support as required.
- Will facilitate through the HR associate, within the first 5 days of the internship, an orientation for the intern on UNICEF's core values and principles.
- Will engage with the intern on a monthly basis and provide written feedback on the performance of the intern, highlighting the strengths, evolving competencies and areas of improvement using the above indicators.
- Will establish a mentor-mentee relationship with the intern and ensure that the intern has a safe space to learn and grow.

e) Shall ask for feedback on her/his managerial and/or mentoring skills and improve where necessary.

7. Estimated duration of the internship

Six months from start date.

8. Official travel involved

Official travels to the field will be undertaken as required.

10. Payment

A monthly stipend of MVR 8140 will be paid upon submission of the monthly reports on deliverables.

11. Qualifications required

- Is enrolled in a university or college in the Maldives or is a recent graduate
- Have strong academic performance as demonstrated by recent university or institution records.
- Good command in spoken and written English.
- A keen interest to gain 21st century work skills and experience through an internship.
- Interest in youth development or issues relevant/affecting young people.